

FACILITATOR TIP SHEET

The Facilitator cannot give legal advice

All paperwork should be typed or neatly printed. Use blue or black ink only.

Do Not write in the margins or on back sides of pages. Single sided pages only.

MARGINS – 1 inch on sides and 3 inches on top for first page only.

Where can I find the forms?

For a fee:

- Clark County Clerk's Office. Monday – Friday 8-12:00 and 1-4:30
- Clark County Law Library, lawlibrary@clark.wa.gov or 564-397-2268
- Ft. Vancouver Regional Library, 901 C St., Vancouver, WA.

Free download of forms:

- www.courts.wa.gov/forms
- www.washingtonlawhelp.org

What is the cost of the forms packets?

Dissolution/Legal Separation w/ children	\$50.00
Dissolution/Legal Separation no children	\$30.00
Modification of Child Support	\$30.00
Modification of Parenting Plan	\$30.00
Relocation	\$30.00
Paternity/Establish Parenting Plan & Support	\$50.00
Writ of Habeas Corpus re Custody	\$15.00

I can't afford an attorney, is there someone who may be able to help me?

Northwest Justice Project/CLEAR
500 W 8th St. #275, Vancouver, WA
1-888-201-1014
www.nwjustice.org

YWCA of Clark County
3609 Main St., Vancouver, WA
360-696-0167
Domestic Violence – 360-695-0501

Clark County Volunteer Lawyers
1104 Main Street, Plaza One, Vancouver, WA 98660
Call CLEAR for advice and appointments
1-888-201-1014 (intake Calls)

Prosecuting Attorney's Office
Child Support Division
800 Franklin #100, Vancouver, WA
360-397-2265

DADS of Washington
253-661-8831
www.DadsAmerica.org

DSHS Division of Child Support
800 NE 136th Ave, #210, Vancouver
360-696-6100

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Legal help for Moderate Incomes – Sliding fee

www.moderatemeanswa.org

What is the cost to file?

Dissolution - \$314.00

Modification of another county/state's final order - \$260.00

Modification - \$56.00

Objection to relocation - \$56.00

Parentage (Paternity, Parenting Plan, Child Support) - \$260.00

What if I can't afford to file?

Ask the Clerk's Office for the forms "Motion and Declaration for Waiver of Civil Filing Fees and Surcharges" and "Order re Waiver of Civil Filing Fees and Surcharges". They are also available at www.courts.wa.gov/forms.

Fill out and turn in the Motion and Declaration for Waiver of Civil Filing Fees and Surcharges along with All of your completed paperwork to the Clerk's Office prior to 11:00 am. Return to the Clerk's Office between 3:00 – 4:30 pm for results.

How can I pay to file?

Cash, cashier's check, money order, debit/credit card (you will be charged a convenience fee).

No personal checks are accepted.

Filing Documents

All ORIGINAL documents need to be filed with the Clerk's Office.

Read Local Court Rule #6. This is the policy regarding filing dates and times.

How many copies do I need to make?

1 copy for your records.

1 copy to serve the other party. Service needs to be by someone other than you, over the age of 18. The other person needs to be served copies of ALL documents you file EXCEPT the Confidential Information Form and the Law Enforcement Information.

1 copy for the Prosecuting Attorney's Office, Child Support Division (if receiving state aid).

1 copy for the judge if you are scheduling a court hearing.

Where do I take the Judge's copy?

Judge Collier – Courthouse, 4th floor, Court Administration

Judge Lewis – Family Law Annex, 601 W Evergreen Blvd.

Judge Vanderwood - Family Law Annex, 601 W Evergreen Blvd.

Commissioner Ellis - Courthouse, 4th floor, Court Administration

Commissioner Sasser - Courthouse, 4th floor, Court Administration

Commissioner Schienberg – Courthouse, 4th floor, Court Administration

Commissioner Swingen - Courthouse, 4th floor, Court Administration

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What if I move?

You must fill out a form with your new contact information and file it with the Clerk's Office and serve all other parties. This form is available from the Clerk's Office website under forms (Change of Address).

Court Hearings:

If you schedule a court hearing, the other party must be served 14 working days before the hearing. Return of Service or proof of service must be filed with the court at least 3 days before your hearing or bring it to court on the day of the hearing.

Emergency Orders:

Can be obtained through the Ex Parte docket.

This docket is held every day and all paperwork must be turned in to the Clerk's Office prior to 11:00 am. Return to the Clerk's Office between 3:00 – 4:30 pm for results.

What is a Declaration?

This is your testimony to the court. It must include dates, times, and places of who, what, when and where things happened, under penalty of perjury and signed.

What is a Motion?

This is your request asking the judge to issue an order on your matter.

SIGN AND DATE ALL FORMS – DO NOT DATE THE ORDER WHERE THE JUDGE SIGNS AND DATES.

YOUR NAME, ADDRESS AND PHONE NUMBER MUST BE WRITTEN ON THE FRONT OF ALL YOUR PLEADINGS, BOTTOM RIGHT CORNER.

WA Birth Certificates

Clark County Community Health

Vital Records

1601 E 4th Plain Blvd. 3rd floor, Vancouver, WA

<http://www.clark.wa.gov/public-health/certificates/birth.html>